

## Frequently Asked Questions – V1.0

### 1. What are the dates for the “RM 2024”?

**Thursday 7<sup>th</sup> to Saturday 9<sup>th</sup>, March 2024.** Depending on the meetings you are attending, you should program your arrival and departure dates.

| Thursday - Mar 7             | Friday - Mar 8           |                    | Saturday - Mar 9 |
|------------------------------|--------------------------|--------------------|------------------|
| Opening                      | Speakers Session 1       | YP and WIE Meeting | Board Meeting    |
| Break                        |                          |                    |                  |
| Team building session        | Break                    | Break              | Break            |
|                              | Speakers Session 2       | YP and WIE Meeting | Board Meeting    |
| Lunch                        | Lunch                    | Lunch              | Lunch            |
| Strategy Development Session | Committees presentations | YP and WIE Meeting | Board Meeting    |
| Break                        | Break                    | Break              | Break            |
| Strategy Development Session | Host Program             |                    | Board Meeting    |
| Free                         |                          |                    | Free             |
| Welcome Dinner               |                          |                    | Awards Ceremony  |

Please see below the general information:

| Position              | Wed 6  | Thu 7 | Fri 8 | Sat 9  | Sun 10 |
|-----------------------|--------|-------|-------|--------|--------|
| ExCom                 |        |       |       |        | Depart |
| Section Chairs        | Arrive |       |       |        | Depart |
| Council Chairs        | Arrive |       |       |        | Depart |
| R9 Committees Chairs  | Arrive |       |       |        | Depart |
| WIE / YP Coordinators | Arrive |       |       | Depart |        |

## **2. Where will the “RM2024” be held?**

**In the city of:** Paipa, Colombia

<https://colombia.travel/es/paipa>

**The Venue is:** Estelar Hotel / Paipa

Orilla Lago Sochagota s/n, Paipa, Boyacá, Colombia

Hotel Phone: +57 608 7625252

**Arrival Airport:** Bogotá, El Dorado.

**Hotel Website:** <https://www.hotelesestelar.com/es/destinos/colombia/paipa>

**Note: Please do not make hotel reservations by yourself.**

## **3. When and how should I register?**

Registration link will be provided by the last week of January, the registration for the RM2024 must be completed before **February 15<sup>th</sup>**. The cost of the registration or Primary Delegate (PD) is \$0.00 USD. If you are interested in staying more nights, please get in contact with Vanessa Batista, do not book it in the registration platform.

Primary Delegates can bring a companion. The rate for the companion is \$500.00 this rate includes breakfast, lunch and dinner, and companion program.

## **4. Who will participate at the “RM2024”?**

1. All members of our Extended Regional Committee: Executive Committee, Standing Committees, AdHoc Committees, Section Chairs and Council Chairs.
2. The WIE / YP Section Coordinators, who will be part of the RM meeting on Thursday, March 7th and will have their meetings scheduled on Friday, March 8th.
3. On independent economic sponsorship: Special IEEE guests, IEEE HQ staff.

## **5. If the Section Chair cannot attend the meeting, who can represent my Section?**

The Section Primary Delegate is the Section Chair, and ONLY the Section Vice chair adequately registered in VTools can behave as Primary Delegate prior authorization issued by the Regional Director, Jenifer Castillo. Under special circumstances other representatives may be approved.

## **6. What expenses does Region 9 cover?**

- Shared room (2 delegates per room), Welcome Dinner on Thursday, Host Program on Friday, Closing and Awards Dinner on Saturday (except WIE / YP Section Coordinators), coffee breaks, breakfast, and lunch during your authorized meeting days.

Note: All attendees staying at the hotel are required to leave a signed voucher from his/her credit card when checking in at the Hotel Counter to cover for incidentals.

- **The air tickets are based on the maximum fare authorized by the Treasurer.** The list with the maximum fares that will be covered by Region 9 has been provided to the members of the Regional Committee, Section Chairs and Council Chairs. If you paid the expenses with your own credit card the reimbursement will be via concur. Find in the follow link: <https://drive.google.com/file/d/1JnOZQMIkQ9FbeuMMqmQJznX9yi4jiNA/view?usp=sharing>

If you have additional questions about air tickets, please contact Vanessa Batista [R9 Treasurer] email: [vanessaschramm@ieee.org](mailto:vanessaschramm@ieee.org)

## **7. How to buy the air tickets?**

The primary delegate to the “RM2024” buys the air ticket selecting the most economical fare available. The R9 Treasurer will reimburse the cost of the air ticket based on the maximum fare provided via email. If the cost of the air ticket is greater than the cost indicated in the list, the difference will be paid by the delegate or his/her Section. IEEE R9 will only cover Economy Class Base fare tickets. Business Class tickets will not be reimbursed.

## **8. How to get to Paipa?**

RM guests are asked to arrive from their countries to El Dorado International Airport, in Bogotá, on March 6. Throughout the day, volunteers from the Colombia Section and the Region will pick up all guests and guide them to the official buses that will take them to the hotel in Paipa. Please note that the transfer from Bogotá to Paipa takes approximately 3 hours.

## **9. When is Paipa's return to Bogotá?**

The return of the RM participants is scheduled for March 9<sup>th</sup> (for YP and WIE) and 10<sup>th</sup>. Region 9 will provide buses that will be available depending on the departure time from El Dorado International Airport.

## **10. What expense must be covered by my Section / Region 9?**

Remember that hotel and food is covered by Region 9, from Wednesday, March 6 to Sunday, March 10. In addition, Bogotá - Paipa transportation will be available only on March 6, and Paipa - Bogotá transportation will be available only on March 10.

Depending on the type of registration, the expenses covered by the region may be different.

|  |  |
|--|--|
| <b>Position:</b> ExCom, Section Chairs, Council Chairs, R9 Committees Chairs |  |
| <b>My Section</b>  | <b>Region 9</b>  |
| Ground home to airport transportation  | Ticket airfare (My country – Bogotá – My Country)            |
| Meals not covered by the RM2024 registration                                 | Welcome dinner   |
|  | Breakfasts   |
|  | Lunches  |
|  | Coffee breaks and social events                              |
|  | Closing and awards presentation dinner                       |
|  | Transportation Airport El Dorado – Paipa – Airport El Dorado |

|   |  |
|---|--|
| <b>Position:</b> WIE / YP Section Coordinators    |  |
| <b>My Section</b>                                 | <b>Region 9</b>  |
| Ticket airfare (My country – Bogotá – My Country) | Welcome dinner   |
| Ground home to airport transportation             | Breakfasts   |
| Meals not covered by the RM2024 registration      | Lunches  |
|   | Coffee breaks and social events                              |
|   | Transportation Airport El Dorado – Paipa – Airport El Dorado |

**11. What are the Registration fees of Non-Primary Delegates? What are the Registration Fees if I bring a companion or children?**

| Registration Type                                      | Registration Fee | Observations   |
|--|------------------|--|
| <b>Non-Primary Delegate (NPD) Single Room</b>          | <b>\$700</b>     | <b>Includes all activities, \$120 per night in a Single room</b> |
| <b>Non-Primary Delegate (NPD) Double Room (Shared)</b> | <b>\$500</b>     |  |
| <b>Companion</b>                                       | <b>\$500</b>     | <b>Includes all activities</b>                                   |

Non primary delegates (volunteers in your section, for example) must register via the platform that will be provided the last week of January.

**12. What do primary delegates have to comply with in advance?**

Before February 25th, must submit the Actions Plan for 2024 of

- **Sections and Councils**, in the follow link: <https://forms.gle/KsZRRZJsbytxMq2a9>
- **Committees**, in the follow link: <https://forms.gle/uimGPYts9V7qT6Go7>

Additionally, **all section chairs** must comply with the following reports to MGA

- **2023 Meeting Activity Report.** (<http://meetings.vtools.ieee.org/>) before March 1, 2024.
- **2023 Financial Annual Reporting**, before the last day of February 2024.

- **2024 Current Officers Report.** (<http://officers.vtools.ieee.org/>) before February 16th, 2024.
- **2024 Conflict of interest form.** You should have received an email from Ops Audit. Please check your email, and verify the due date, in some cases the requested date was for January 15, 2024.
- **2024 Section Vitality Self-Assessment Survey,** before the last day of February 2024.

### **13. Do I need Visa to enter Colombia?**

To check if you need a visa, please visit: <https://colombia.travel/es/reuniones/informacion-practica/visa-y-embajadas>

### **14. Do I need Vaccination?**

Currently, there are no vaccines required to enter the country. However, the Colombian authorities will require the yellow fever vaccine if you are going to visit tourist sites such as the Sierra Nevada de Santa Marta National Park, the Tayrona Park and the different reserves in the Amazon. Remember that this vaccine must be applied at least 10 days before traveling to these destinations.

Find out all the places where it is necessary to have the yellow fever vaccine at the following link: <https://www.minsalud.gov.co/salud/publica/PET/Paginas/Fiebre-amarilla.aspx>.

For more information, visit: <https://colombia.travel/es/informacion-practica/salud-y-vacunas>

### **15. What currency is used in Colombia?**

The Colombian peso is the country's legal tender. It is generally identified with the abbreviation COP, and you'll find that the official peso symbol (\$) is used locally. A wide selection of banknotes and coins are used. You will find 50, 100, 200, 500 and 1.000-pesos coins and 1,000, 2,000, 5,000, 10,000, 20,000, 50,000 and 100,000 pesos banknotes.

For more information, visit:

<https://colombia.travel/en/practical-information/currency-information>

### **16. How is the weather in Paipa?**

The weather in Paipa in March is mildly cool, humid but cool, with average highs of 68°F (20°C) and lows of 51°F (10°C).

### **17. Is Paipa a safe city?**

In general, Paipa is known for being a generally quiet and safe place. Most people go to Paipa to relax.

**18. How to make a call?**

Colombian international area code is 57 under the North American Numbering Plan (+57).

**19. Further Information?**

If you have additional questions not answered in this FAQ, please contact Ronny Cabrera [R9 Secretary]. e-mail: [rcabrera@ieee.org](mailto:rcabrera@ieee.org).

You will receive an answer as soon as possible.